



Human Resources

DATE POSTED: April 7, 2006

REQ. # 06-096

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **04-07-2006** TO **04-13-2006**,
but will remain open until filled.

DEPARTMENT/DIVISION
PARKS & RECREATION

POSITION AVAILABLE
DIRECTOR

OF OPENINGS
1

STARTING SALARY
\$68,663.92 / year

COMMENTS
Driving Position

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 502
PAY GRADE: EX4
SALARY: \$68,663.92 - \$109,755.15
PARKS AND RECREATION DIRECTOR

MAJOR FUNCTION: Highly responsible administrative work in planning, directing and coordinating the Divisions of Recreation, Parks, Fairgrounds, Special Facilities and the Golf Course.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of modern principles and practices of public administration. Provides for planning, implementing and maintaining a diversified recreation and leisure time programs and activities. Recent trends, developments, current resources of information related to leisure services program administration and implementation. Principles and practices of organization, administration and personnel management. Standard program evaluation methods.

Abilities and Skills: Ability to assess community needs and design, develop and implement community service programs to meet the needs of the community. Ability to plan, organize and coordinate the divisions of leisure services. Ability to interpret the policies of the Board of County Commissioners. Select, supervise, train and evaluate professional and clerical staff. Interpret and apply applicable laws, rules and regulations. Prepare and analyze leisure services program administration, reports, statement and correspondence. Develop and administer the Leisure Services budget. Communicate effectively orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

ESSENTIAL JOB FUNCTION: Manage, direct, organize and coordinate the Divisions of Recreation, Parks, Special Facilities and the Golf Course. Directs Division Directors in training and planning. Directs and coordinates the preparation of the budget. Directs, oversees and participates in the development of the Department work plan; assigns work activities, projects and programs; maintains work flow; implements policies and procedures; reviews and evaluates work products, methods and procedures. Coordinates, develops and prepares short and long range growth plans for new leisure services facilities. Attends and participates in various conferences, meetings, seminars and public hearings representing the County. Provides professional and technical advice to divisions in regard to proposals, specifications and standards. Promotes the Parks and Recreation Department to user groups and community organizations. Evaluates departmental funding sources including grants, fees and charges; administers and implements outside contracts. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good vision and hearing with or without correction. Frequent walking and standing required.

WORK HAZARDS: Possible visual dysfunction due to computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduate from an accredited college or university with major course work in Leisure Services, Parks and Recreation, Public Administration or a related field. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: Five years of progressively responsible experience in a supervisory capacity including either years as an administrator or department manager.

LICENSE CERTIFICATION OR REGISTRATION: Certified as a Leisure Services Professional (CLP) by the National Recreation and Parks Association. Must have valid Florida driver's license and good driving record.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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